

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY OFFICE OF HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-05-J026

POSITION: POLICY SPECIALIST, DS-301-13

OPENING DATE: 12-15-04

CLOSING DATE: 12-28-04

IF "OPEN UNTIL FILLED"  
FIRST SCREENING DATE:

SALARY RANGE: \$62,940 - \$81,053 Per Annum

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE

AGENCY: Child and Family Services Agency (CFSA), OPPPS

DURATION OF APPOINTMENT: | X | Permanent | | Term (13 months to 4 years) NTE: Four (4) years  
| Temporary (Up to 1 year, Not-to-Exceed) |

| X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent researches, develops and formulates program policy to comply with local and federal law. Develops and implements a system that provides for the formulation of policy and procedures with input from program managers, operations' staff and other staff of the agency. Develops and implements a policy management system to ensure policies are reviewed, revised and purged at least annually. Analyzes new and proposed legislation, regulations, and judicial mandates to determine their impact on current agency policy and programs and recommends changes when appropriate. Keeps abreast of new local/national developments in social work services. Provides information to other agencies and the public regarding impact on agency policies and procedures. Make formal presentations to explain local and federal regulations in order to implement program policy and procedures. Works with legal staff to ensure that policies comply with local and federal law, and the mandates of the Modified Final Order. Reviews fatality, review reports and implements recommendations for policy development or modification. Works collaboratively with program managers to monitor policy compliance.

### **QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Expert knowledge of a wide range of policy analysis concepts, practices and principles to analyze and develop recommendations for improvements in program policies, operations and objectives;
2. Through knowledge of agency policies and procedures, federal and District legislation and regulations that govern and affect child welfare services and programs, including foster care, adoptions and protective services, to develop policies and procedures;
3. Comprehensive knowledge of policy development and analysis, operating programs and the interrelationships among policies and programs to analyze agency policies and procedures;
4. Knowledge of agency programs to plan, schedule, and review projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations; and
5. Ability to communicate effectively both orally and in writing.

---

**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

---

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

---

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

---

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

---

<b>MAIL TO:</b>	<b>Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>			
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>WEB SITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>EMAIL TO:</b>	<b><a href="mailto:cfsajobs@cfsa-dc.org">cfsajobs@cfsa-dc.org</a></b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>

---

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

---

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

---

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**

---